



This training module provides step by step instructions on how to complete the Interim Performance Assessment Review (PAR) 2021 for the performance cycle that began on July 1, 2020.

Underscore the My Team icon. Select the Performance tile.

Good afternoon, Kimberly Woods!

Me My Team My Client Groups Benefits Administration Receivables General Accounting Budgetary Control | >

QUICK ACTIONS

-  Team Time Cards
-  Team Change Requests

Show More

APPS



My Team



Performance
Overview



Career Overview



Performance



There are four portions of the Performance Appraisal Review (PAR) that must be completed. They include development goals, competencies, a questionnaire and overall comments.

All employees who are eligible for an interim PAR will appear on the Evaluate Performance screen.

Click the PAR Interim link (circled) to begin the performance evaluation. The first step in the process is for the supervisor to enter the goals that were established during the 2020 Final PAR. If the final PAR was completed in the HCM cloud, the supervisor will be able to transfer the goals to the interim PAR.

If the 2020 Final PAR was completed outside of the Cloud, the supervisor will be required to enter goals into the module.

The screenshot displays the 'Evaluate Performance' interface in Oracle Cloud HCM. At the top, the 'Review Period' is set to 'Interim PAR 2021'. Below this, the 'Performance Documents' section shows a search for 'Antoinette Deleon'. A document titled 'PAR Interim - Non Supervisory' is highlighted with a blue circle and a blue arrow. Another blue arrow points to the 'Review Period' dropdown menu. The interface also includes a 'Search Person' field, a 'Save' button, and a 'Sort By' dropdown set to 'End Date - Latest to Oldest'.

To transfer the ownership of the performance evaluation to a new supervisor, click the ... on the right of the screen. Options will open which include the option to transfer. Should you need to transfer ownership of the PAR, you also need to notify the office of Human Resources of the need to update the supervisory relationship in the HCM cloud.

Evaluate Performance

Review Period: Interim PAR 2021

Performance Documents

Search Person Hide Filters

Saved Search Save

Sort By: End Date - Latest to Oldest

Filters: Expand All Collapse All Reset

Document Name	Author	Current Task	Task Completion
PAR Interim - Non Supervisory	Antoinette Deleon	HR Generalist	0 / 9

Print
Transfer
Cancel

If transferring the ownership of the performance evaluation to a new supervisor, select a name from the drop down menu. Click save and close.

TCNJ Oracle Cloud

Transfer PAR Interim - Non Supervisory
Antoinette Deleon




Save and Close Cancel


New Manager

*Manager
Select a value

Name	Work Email	Person Number	Assignment
Sreenidhi Viswanathan	viswans1@tcnj.edu	818733	Pooled Temp Center for Community Engaged Learning & Research
Phyllis Wiegand	wiegandp@tcnj.edu	211280	AdjFaculty Instruction-2
Phyllis Wiegand	wiegandp@tcnj.edu	211280	Pooled Adjunct Elem/Early Childhood Educ
Phyllis Wiegand	wiegandp@tcnj.edu	211280	Adjunct Elem/Early Childhood Educ
Jenean Swain	swainj@tcnj.edu	211136	Pooled Adjunct Special Ed, Lang. & Literacy

To begin the interim PAR, click the PAR Interim link. See below that, so far, no tasks have been completed for this evaluation.



 Evaluate Performance

Review PeriodInterim PAR 2021

Performance Documents

Search Person

Hide Filters


Saved Search

Sort ByEnd Date - Latest to Oldest

Filters

Reset

Expand AllCollapse All

PAR Interim - Non Supervisory
Antoinette Deleon
HR Generalist
Current Task
Set Development Goals


Task Completion

0 / 9


5

Click the Development Goals link and press submit.

TCNJ Oracle Cloud

<  Set Development Goals: PAR Interim - Non Supervisory
Antoinette Deleon

Print Submit

 Review the contents of each topic included in the evaluation.

Document Details



Evaluation Topics



Development Goals
0 Development Goals

PAR Non Supervisory Competencies
13 PAR Non Supervisory Competencies

To apply the development goals that were entered into a final PAR 2020 which was completed in cloud, select Copy from Other.

OR, to enter goals for the interim PAR when the final 2020 PAR was NOT completed in the cloud, select Update Goals.





Development Goals
Antoinette Deleon

Development Goals


+ Add

Actions

Copy from Other

Update Goals

Sort By Oldest to Latest

 There's nothing here so far.

Below are the next steps for initiating the interim 2021 performance evaluation when the final 2020 PAR evaluation was completed in the HCM cloud.

Select PAR Final Evaluation from the drop down menu.

Press Save and Close.



Copy Development Goals
Antoinette Deleon

Save and Close

Cancel

Select Performance Document

Worker Name

Antoinette Deleon







*Performance Document



*Review Period

Final PAR 2020

PAR Final Evaluation Non Supervisory

Click back arrow to return to prior Interim PAR evaluation page.





Development Goals
Antoinette Deleon

Development Goals

+ Add

Actions

Sort By Oldest to Latest

Goal One

Status
Not started

...

▼

Goal Three

Status
Not started

...

▼

Goal Two

Status
Not started

...

▼

Click the submit button.

TCNJ


Oracle Cloud

Home


Star

Flag

Notification



<



Set Development Goals: PAR Interim - Non Supervisory

Antoinette Deleon

Print

Submit

Review the contents of each topic included in the evaluation.

Document Details

▼

Evaluation Topics

▲

Development Goals

3 Development Goals

PAR Non Supervisory Competencies

13 PAR Non Supervisory Competencies

10

Click the PAR Interim link to begin evaluating the employee's performance.

TCNJ Oracle Cloud

Evaluate Performance

Review Period: Interim PAR 2021

Performance Documents

Search Person Hide Filters

Saved Search

Filters

Expand All Collapse All

Employees Clear

All Evaluatees

Directs Only

Document Type

Standard Anytime

Tasks

PAR Interim - Non Supervisory
Antoinette Deleon
HR Generalist

Current Task
Manager Evaluation of Workers



Manager Rating
Successful



All Tasks

- Set Development Goals
- Manager Evaluation of Workers
- Approval
- Share Performance Document
- Acknowledge Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held
- Provide Final Feedback
- Provide Final Feedback

Task Completion
1 / 9

You will evaluate development goals, competencies and you will complete the questionnaire.





Manager Evaluation of Workers: PAR Interim - Non Supervisory

Antoinette Deleon

PrintSubmit

Document Details

PAR Overall Summary


Edit

Manager Rating	Manager Calculated Rating
Successful	
Manager Comments	
great work	

[Show Performance Rating Descriptions](#)

Evaluation Topics

Development Goals 0 of 3 commented	
PAR Non Supervisory Competencies	
Manager Rating	Manager Calculated Rating
PAR Questionnaire	



To assess each goal, click Edit in order to begin evaluating each goal.



Goal One

Antoinette Deleon

Basic Info

Goal Name
Goal One

Active Goal
Yes

Status
Not started

Start Date
07/01/2020

Target Completion Date
12/31/2020

Source
Manager

Last Update
Kimberly Woods 01/22/2021

 Edit



Target Outcomes

 Add



PAR Competencies 

You will need to assess each goal and save.



Goal One

Antoinette Deleon

Basic Info

*Goal Name

Goal One

☒ Allow workers to update goals

Save

Cancel

Description

*Status

Not started

*Start Date

07/01/2020

Target Completion Date

12/31/2020

Category

Short-term

Medium-term

Long-term

Success Criteria

Font

2

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A


This screen illustrates that the goals portion of the PAR is finished.

Evaluate Performance

Performance Documents

Search Person  [Hide Filters](#)

Saved Search ▼ Save Sort By End Date - Latest to Oldest ▼

Filters Reset 

[Expand All](#) [Collapse All](#)

^ Employees Clear

All Evaluatees


Directs Only

^ Document Type Clear

☒ Standard

☐ Anytime

^ Tasks

 **PAR Interim - Non Supervisory**
Antoinette Deleon
HR Generalist

Current Task
Manager Evaluation of Workers

Manager Rating
Not Rated Yet

All Tasks

- ☒ Set Development Goals
- ☒ Manager Evaluation of Workers
- ☐ Approval
- ☐ Share Performance Document
- ☐ Acknowledge Performance Document
- ☐ Confirm Review Meeting Held
- ☐ Confirm Review Meeting Held
- ☐ Provide Final Feedback
- ☐ Provide Final Feedback

Task Completion
1 / 9

Click the PAR Interim link to begin evaluating the competencies.

TCNJ Oracle Cloud

Evaluate Performance

Review Period: Interim PAR 2021

Performance Documents

Search Person Hide Filters

Saved Search

Filters

Expand All Collapse All

Employees Clear

All Evaluatees

Directs Only

Document Type

Standard Anytime

Tasks

PAR Interim - Non Supervisory
Antoinette Deleon
HR Generalist

Current Task
Manager Evaluation of Workers

Manager Rating
Successful


All Tasks

- Set Development Goals
- Manager Evaluation of Workers
- Approval
- Share Performance Document
- Acknowledge Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held
- Provide Final Feedback
- Provide Final Feedback


Task Completion
1 / 9

After completing the goals section of the evaluation, the PAR competencies must be evaluated.

TCNJ Oracle Cloud

<  Set Development Goals: PAR Interim - Non Supervisory
Antoinette Deleon

Print Submit

 Review the contents of each topic included in the evaluation.

Document Details

Evaluation Topics

- Development Goals
0 Development Goals
- PAR Non Supervisory Competencies
13 PAR Non Supervisory Competencies

This illustrates one of the competencies to be evaluated



PAR Non Supervisory Competencies

Antoinette DeLeon

PAR Non Supervisory Competencies

+ Add

Actions

Communication

×

Effective expression of ideas, concepts or directions in individual or group situations, using supportive gestures, voice level and organization of materials. If communication is written, thoughts are expressed with appropriate grammar, organization and structure. 1. Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/tone. Formal presentations failed to inform or persuade do to lack of structure or poor organization. Didn't listen during verbal exchanges. Written communication was poorly structured, contained poor grammar, or was difficult to read due to inadequate organization. Communication flaws included: poor listening, no organization of thoughts, or inappropriate gestures. 2. Successfully communicated ideas, thoughts or directions. Asked appropriate questions and involved the listener. Sought clarification, and affirmed understanding in verbal exchanges. Used appropriate supportive gestures, voice level and organization of materials. Formal presentations were organized and had appropriate detail. Written communication was concise and appropriate for target audience. Key points were understood by intended audience. Affirmed understanding with appropriate questions. 3. Excelled in the communication of ideas, thoughts or directions. Thought well, fast, and appropriately on his or her own feet in formal situations. Informal presentations created word pictures, leaving no room for confusion. Apt questions uncovered lingering confusion. Presented complex or technical information in a manner easily understood by target audience. Written communication was letter perfect and clearly appropriate for target audience.

Each competency must have a proficiency level and comments need to be entered by the supervisor.

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Evaluate Topic PAR Non Supervisory Competencies
Antoinette Deleon

Home Star Flag Bell Profile

Save and Close Cancel

Rate and Comment

Evaluate the included competencies.

Communication

Effective expression of ideas, concepts or directions in individual or group situations, using supportive gestures, voice level and organization of materials. If communication is written, thoughts are expressed with appropriate grammar, organization and structure. 1. Informal communication was ineffective due to disorganization of thoughts, and/or inappropriate use of voice volume/tone. Formal presentations failed to inform or persuade do to lack of structure or poor organization. Didn't listen during verbal exchanges. Written communication was poorly structured, contained poor grammar, or was difficult to read due to inadequate organization. Communication flaws included: poor listening, no organization of thoughts, or inappropriate gestures. 2. Successfully communicated ideas, thoughts or directions. Asked appropriate questions and involved the listener. Sought clarification, and affirmed understanding in verbal exchanges. Used appropriate supportive gestures, voice level and organization of materials. Formal presentations were organized and had appropriate detail. Written communication was concise and appropriate for target audience. Key points were understood by intended audience. Affirmed understanding with appropriate questions. 3. Excelled in the communication of ideas, thoughts or directions. Thought well, fast, and appropriately on his or her own feet in formal situations. Informal presentations created word pictures, leaving no room for confusion. Apt questions uncovered lingering confusion. Presented complex or technical information in a manner easily understood by target audience. Written communication was letter perfect and clearly appropriate for target audience.

Manager Proficiency Level

Successful

Manager Comments

Tahoma 2 **B** *I* U

very successful

After evaluating the first 10 competencies, click “Load More Items” to complete the remaining competencies. Once all competency results are updated, click save and close.

Quantity of Work

Overall extent to which employee produces an acceptable amount of work as defined in the quantity criteria. 1. Failed to produce and acceptable amount of work as identified in the essential quantity criteria. 2. Produced acceptable or greater amount of work and met or occasionally exceeded essential quantity criteria. 3. Significantly exceeded essential quantity criteria.

Manager Proficiency Level

Successful 

Manager Comments

Font  2  **B** *I* U       

good

[Show Proficiency Level Descriptions](#)

[Load More Items](#) 1-10 of 13 items

Click the link for the PAR Interim evaluation.

TCNJ Oracle Cloud

Evaluate Performance

Review Period: Interim PAR 2021

Performance Documents

Search Person Hide Filters

Saved Search

PAR Interim - Non Supervisory
Antoinette Deleon
PAR Generalist

Sort By: End Date - Latest to Oldest

This screen illustrates the employee's rating after all competencies are evaluated and comments are entered.

Evaluation Topics

Development Goals

0 of 1 commented

Evaluate

PAR Non Supervisory Competencies

13 of 13 rated | 13 of 13 commented

Evaluate

Manager Rating

Successful

Manager Calculated Rating

Successful (32)

PAR Questionnaire

Evaluate

Once you have evaluated all competencies, and entered comments for each competency, you need to complete the PAR questionnaire.

The questionnaire is in the final portion of the PAR.

[Show Performance Rating Descriptions](#)

Evaluation Topics

Development Goals

0 of 1 commented

Evaluate

PAR Non Supervisory Competencies

1 of 13 rated | 1 of 13 commented

Evaluate

Manager Rating

Manager Calculated Rating

No valid rating level (2)

PAR Questionnaire

Evaluate

This is an illustration of the questionnaire.

Refreshed from PROD on 01/10/2021. No refresh currently scheduled.

TCNJ Oracle Cloud

Questionnaire
Deleon, Antoinette







Save and Close Cancel

My Questionnaire

Please respond to the following questions:







PAR Evaluation Questionnaire

* Please list major job responsibilities and essential criteria for successful accomplishment.

Font 2 B I U      







Supporting the Office of Human Resources by triaging contacts and assisting to resolve questions or concerns.

* Please provide justification for the evaluation scoring.

Font 2 B I U      







the work was well done

* Please provide specific actions to be taken by ratee.

Font 2 B I U      

none at this time

* Please describe significant performance events for ratee.

Font 2 B I U      

n/a

Once the questionnaire is complete, click Save and Close.



Questionnaire
Deleon, Antoinette

Save and Close

My Questionnaire

Please respond to the following questions:

PAR Evaluation Questionnaire

* Please list major job responsibilities and essential criteria for successful accomplishment.


Font 2 B I U       

Supporting the Office of Human Resources by triaging contacts and assisting to resolve questions or concerns.






! If you do not enter comments for each area of the evaluation, this warning will appear.

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Oracle
Cloud




Manager Evaluation of Workers: PAR Interim - Non Supervisory
Antoinette Deleon



Print

Submit



Review and evaluate the contents of each section of the evaluation. Click submit when you're done.

Document Details

PAR Overall Summary


Manager Rating

Successful

Manager Comments

Show Performance Rating Descriptions

Evaluation Topics




Warning

You haven't completed all Comments. (HRA-960447)
If you continue, the performance document will be submitted with incomplete Comments in the following evaluation topics:
Development Goals, PAR Overall Summary. Do you want to continue?

Yes

No

This PAR has been completed in its entirety and the supervisor can release the document to the employee.

 Review and evaluate the contents of each section of the evaluation. Click submit when you're done.



Manager Evaluation of Workers: PAR Interim - Non Supervisory

Antoinette Deleon

PAR Overall Summary

Manager Rating

Successful



Manager Comments

great work



[Show Performance Rating Descriptions](#)

Manager Calculated Rating

Successful (32)



Evaluation Topics

[Development Goals](#)

1 of 1 commented

[PAR Non Supervisory Competencies](#)

13 of 13 rated | 13 of 13 commented

Manager Rating

Successful



Manager Calculated Rating

Successful (32)



[PAR Questionnaire](#)

After completing the goals, competencies and questionnaire, the supervisor will update the PAR with an overall summary.

Document Details

PAR Overall Summary

Save

Cancel

Manager Rating

Successful

Manager Calculated Rating

Successful (32)

Manager Comments

Tahoma

2

B

I

U















great work

Cloud returns the performance evaluation to this screen.

Save

Filters

Reset

Expand All

Collapse All

Employees

Clear

All Evaluatees

Directs Only

Document Type

Clear

☒ Standard

☐ Anytime

Tasks

☐ Assigned to me

Assignment Type

Clear

Submit the evaluation for approval.

Submit

PAR Interim - Non Supervisory

Antoinette Deleon

HR Generalist

Current Task

Approval

Manager Rating

Successful

All Tasks

☒ Set Development Goals

☒ Manager Evaluation of Workers

☒ Approval

☐ Share Performance Document

☐ Acknowledge Performance Document

☐ Confirm Review Meeting Held

☐ Confirm Review Meeting Held

☐ Provide Final Feedback

☐ Provide Final Feedback

Task Completion

2 / 9

See that there is forward progress under All Tasks

Saved Search

Sort By End Date - Latest to Oldest

Filters

Reset 

Expand All Collapse All

^ Employees Clear

All Evaluatees

Directs Only

^ Document Type Clear

☒ Standard

☐ Anytime

^ Tasks



PAR Interim - Non Supervisory

Antoinette Deleon

HR Generalist

Current Task

Share Performance Document

Task Completion

3 / 9

Manager Rating

Successful


All Tasks


- ☒ Set Development Goals
- ☒ Manager Evaluation of Workers
- ☒ Approval | Bypassed
- ☒ Share Performance Document
- ☐ Acknowledge Performance Document
- ☐ Confirm Review Meeting Held
- ☐ Confirm Review Meeting Held
- ☐ Provide Final Feedback
- ☐ Provide Final Feedback

This screen illustrates the option for the supervisor to share the evaluation without allowing the employee to update the document, or to share the document in a format that allows the employee to edit the document.

TCNJ Oracle Cloud

Home ☆

Share Performance Document: PAR Interim - Non Supervisory
Antoinette Deleon

**Information**
Share the evaluation for employee review. Retain control or release to progress to the next task.

Share and RetainShare and Release

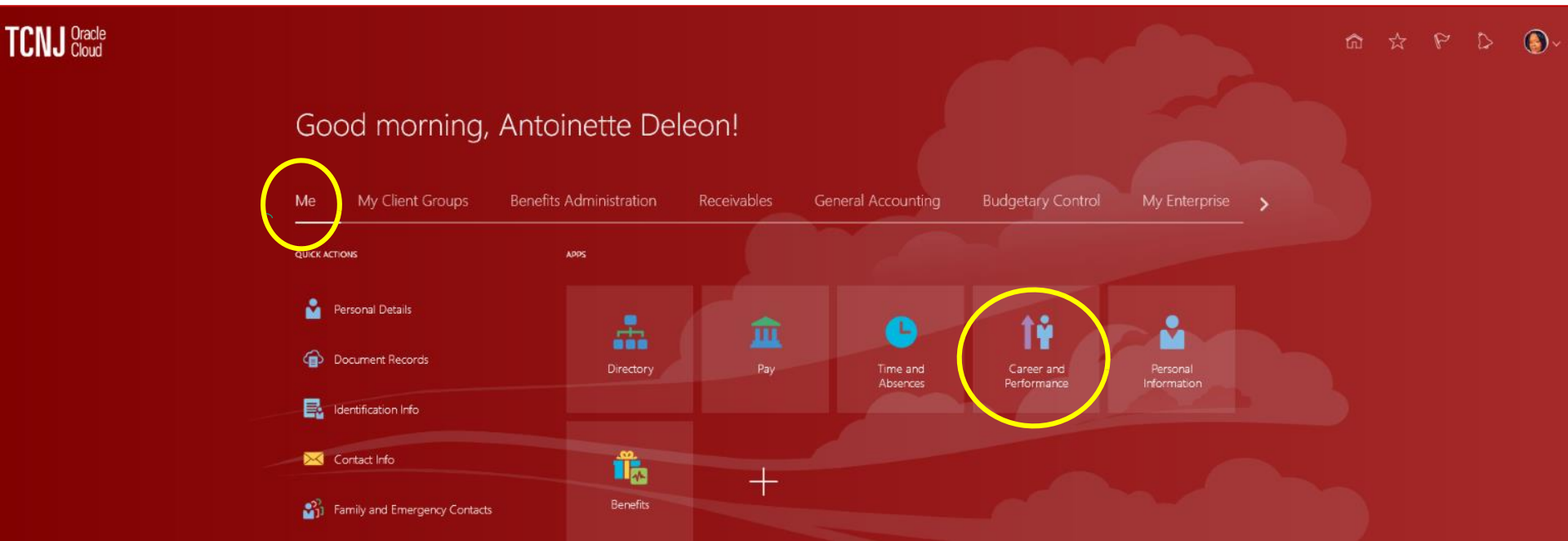
Document Details ▾

PAR Overall Summary ▴

Manager Rating Successful	Manager Calculated Rating Successful (32)
Manager Comments great work	
Show Performance Rating Descriptions	

The interim PAR, once released by the supervisor, is visible to the employee. The employee must ensure that the ME icon is underscored.

Click the Career and Performance tile.



Employee selects the Performance tile



Antoinette Deleon



Skills and Qualifications

Build your talent profile by adding skills and qualifications.



Performance

View performance documents and complete related tasks.



Career Development

View details about your development plan, career interest, and career exploration.



Feedback

View or request feedback about yourself.

This screen illustrates the progress of the evaluation.



Performance
Antoinette Deleon

Review Period Interim PAR 2021

Performance Documents

Current

PAR Interim - Non Supervisory

Successful | By Kimberly Woods

Current Task

Acknowledge Performance Document

Task Completion







4 / 9



All Tasks

- ✓ Set Development Goals
- ✓ Manager Evaluation of Workers
- ✓ Approval | Bypassed
- ✓ Share Performance Document
- ➔ Acknowledge Performance Document
- Confirm Review Meeting Held
- Confirm Review Meeting Held
- Provide Final Feedback



The employee reviews the evaluation and acknowledges the document.






Acknowledge Performance Document: PAR Interim - Non Supervisory

Antoinette Deleon

Print



Information

Review the evaluation details shared by your manager and acknowledge receipt.

Acknowledge Document

Document Details

PAR Overall Summary

Manager Rating	Manager Calculated Rating
Successful	Successful (32)

The employee enters comments, then submits the document.

The screenshot displays the Oracle Cloud interface for the 'Acknowledge Performance Document' section, associated with Antoinette Deleon. The interface features a red header bar with the TCNJ Oracle Cloud logo on the left and navigation icons on the right. A blue arrow points to the 'Submit' button in the top right corner. Below the header, the 'Comments' section is visible, containing a text input area with a blue circle around it. The input area includes a dropdown menu set to 'Tahoma', a '2' character count, and a rich text editor toolbar with icons for bold, italic, underline, list, link, and other formatting options. The text 'thank you' is entered in the comment field.

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Acknowledge Performance Document
Antoinette Deleon

Submit Cancel

Comments

Tahoma 2 **B** *I* U [List] [Link] [Image] [Undo] [Redo]

thank you

Once submit is clicked, the interim PAR returns to this screen. The next step is for the performance review meeting to be held.



Review Period: Interim PAR 2021

Performance Documents

Current

PAR Interim - Non Supervisory Successful | By Kimberly Woods

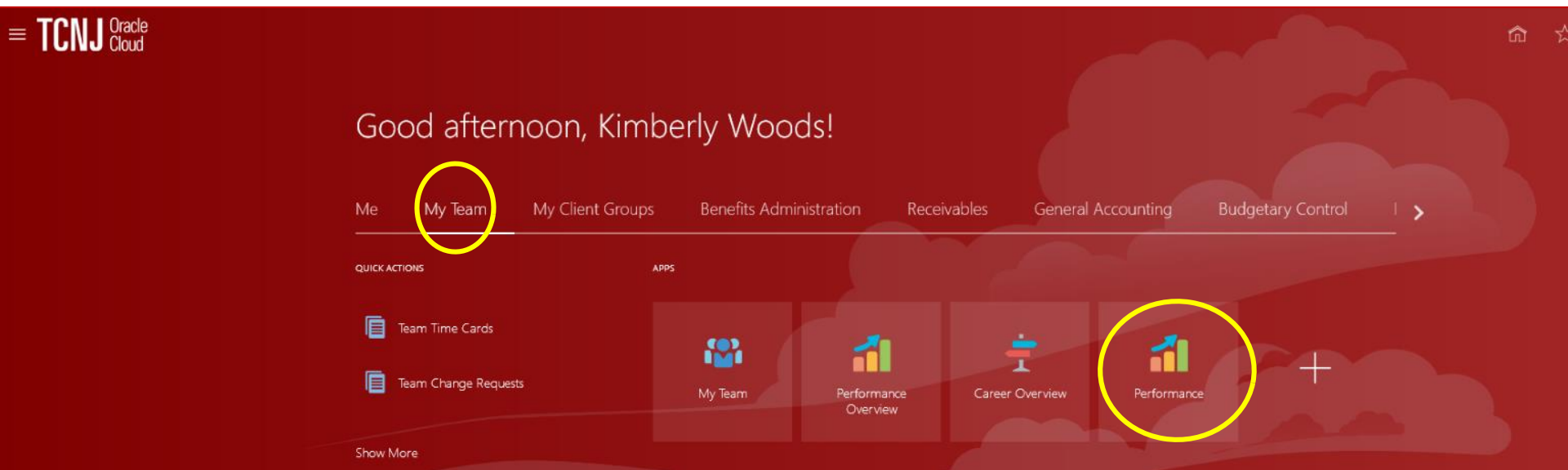
Current Task
Confirm Review Meeting Held

Task Completion
5 / 9

All Tasks

- ☒ Set Development Goals
- ☒ Manager Evaluation of Workers
- ☒ Approval | Bypassed
- ☒ Share Performance Document
- ☒ Acknowledge Performance Document
- ☒ Confirm Review Meeting Held
- ☐ Confirm Review Meeting Held
- ☐ Provide Final Feedback
- ☐ Provide Final Feedback

The supervisor is notified that the employee has released the PAR. The supervisor ensures that My Team is underscored and clicks the Performance tile.



This is an illustration of the tasks that have been completed and the next step in the evaluation sequence.

Click the PAR Interim link to move forward the review progress.

Save Search Sort By End Date - Latest to Oldest

Filters Reset Save

Expand All Collapse All

Employees Clear

All Evaluatees


Directs Only

Document Type Clear

☒ Standard

☐ Anytime

Tasks

 **PAR Interim - Non Supervisory**
Antoinette Deleon
HR Generalist

Current Task

Confirm Review Meeting Held


Task Completion 5 / 9

Manager Rating



Successful

All Tasks

- ☒ Set Development Goals
- ☒ Manager Evaluation of Workers
- ☒ Approval | Bypassed
- ☒ Share Performance Document
- ☒ Acknowledge Performance Document
- ☒ Confirm Review Meeting Held
- ☐ Confirm Review Meeting Held
- ☐ Provide Final Feedback
- ☐ Provide Final Feedback




The supervisor indicates that the review meeting was held.



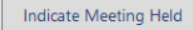
Confirm Review Meeting Held: PAR Interim - Non Supervisory

Antoinette DeLeon




Information


Select the date of the review meeting.



Document Details





PAR Overall Summary








Manager Rating	Manager Calculated Rating
Successful	Successful (32)
Manager Comments	

The supervisor enters the date of the review meeting and clicks Submit.



Confirm Review Meeting Held
Antoinette Deleon



Submit

Cancel


Details

*Meeting Held Date

When the submit button is clicked, the supervisor is taken to this screen. Two steps in the interim PAR review process remain. They are employee and supervisor final feedback.


< Evaluate Performance

Performance Documents

Search Person  Hide Filters

Saved Search Sort By End Date - Latest to Oldest

Save

Filters Reset 

Expand All Collapse All

Employees Clear

All Evaluatees


Directs Only

Document Type Clear

☒ Standard

☐ Anytime

Tasks

 **PAR Interim - Non Supervisory**
Antoinette Deleon
HR Generalist


Current Task
Confirm Review Meeting Held

Task Completion
6 / 9

Manager Rating
Successful

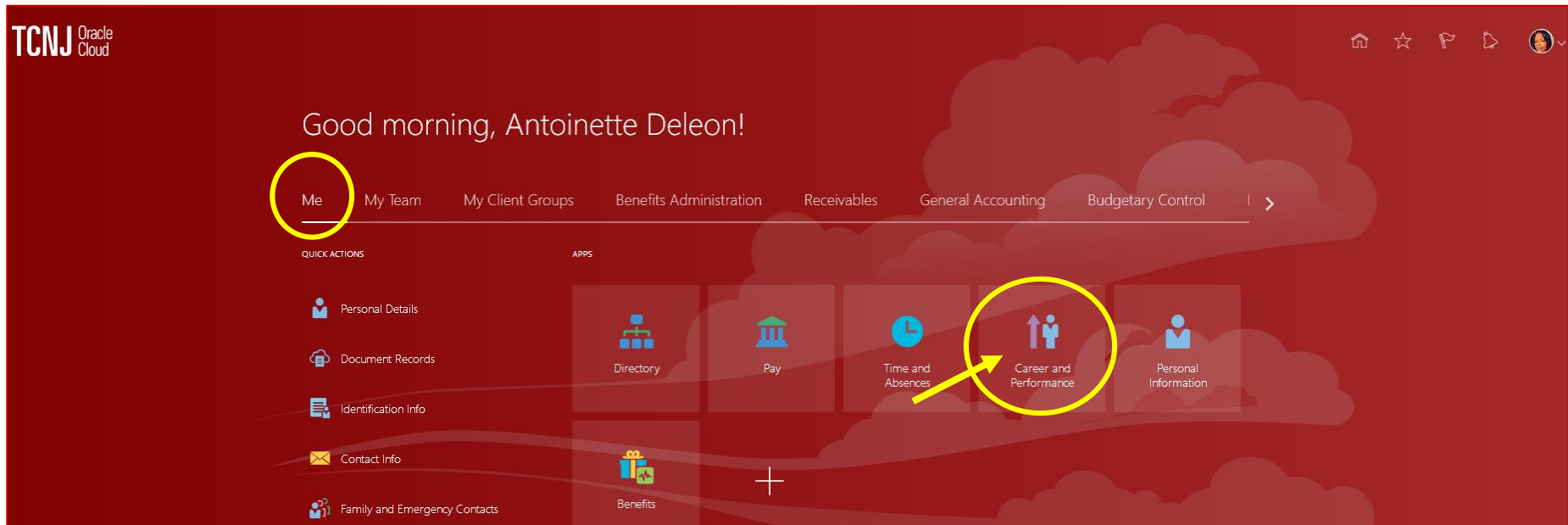
All Tasks

- ☒ Set Development Goals
- ☒ Manager Evaluation of Workers
- ☒ Approval | Bypassed
- ☒ Share Performance Document
- ☒ Acknowledge Performance Document
- ☒ Confirm Review Meeting Held
- ☒ Confirm Review Meeting Held
- ☐ Provide Final Feedback
- ☐ Provide Final Feedback



When the supervisor submits confirmation that the review meeting was held, the employee is notified to go into the performance evaluation module.

The employee must underscore the Me icon and click the Career and Performance tile.



After clicking the Career and Performance tile, the employee clicks the Performance tile.

The screenshot shows the 'Career and Performance' dashboard for Antoinette Deleon. The dashboard features four main tiles: Skills and Qualifications, Performance, Career Development, and Feedback. The 'Performance' tile is highlighted with a blue circle and an arrow pointing to it. The top navigation bar includes the TCNJ Oracle Cloud logo and a back arrow. The user's profile picture and name are displayed at the top right.

TCNJ Oracle Cloud

Career and Performance

Antoinette Deleon

- Skills and Qualifications**
Build your talent profile by adding skills and qualifications.
- Performance**
View performance documents and complete related tasks.
- Career Development**
View details about your development plan, career interest, and career exploration.
- Feedback**
View or request feedback about yourself.

The employee clicks the PAR Interim link in order to provide final feedback.

TCNJ Oracle Cloud

Performance
Antoinette Deleon

Review Period: Interim PAR 2021

Performance Documents

Current: **PAR Interim - Non Supervisory**

Successful | By Kimberly Woods

Task Completion: 6 / 9

Current Task
Confirm Review Meeting Held

All Tasks


- ✓ Set Development Goals
- ✓ Manager Evaluation of Workers
- ✓ Approval | Bypassed
- ✓ Share Performance Document
- ✓ Acknowledge Performance Document
- ✓ Confirm Review Meeting Held
- ✓ Confirm Review Meeting Held
- Provide Final Feedback
- Provide Final Feedback

The employee confirms that the PAR evaluation meeting occurred.

TCNJ Oracle Cloud

Confirm Review Meeting Held: PAR Interim - Non Supervisory
Antoinette Deleon

Print

 **Information**
Confirm you attended the review meeting for the evaluation. Meeting date: 01/26/2021

[Acknowledge Meeting](#)

Document Details

PAR Overall Summary

Manager Rating Successful	Manager Calculated Rating Successful (32)
Manager Comments great work	






[Show Performance Rating Descriptions](#)


When the employee acknowledges that the evaluation meeting took place, this screen appears.

The supervisor is notified that the employee has confirmed the meeting.

TCNJ

Oracle
Cloud





Performance
Antoinette Deleon

Review PeriodInterim PAR 2021

Performance Documents

Current

PAR Interim - Non Supervisory

Successful | By Kimberly Woods

Current Task

Provide Final Feedback

Task Completion

7 / 9

All Tasks

✓ Set Development Goals

✓ Manager Evaluation of Workers

✓ Approval | Bypassed

✓ Share Performance Document

✓ Acknowledge Performance Document

✓ Confirm Review Meeting Held

✓ Confirm Review Meeting Held






➡ Provide Final Feedback


○ Provide Final Feedback

This illustrates the final feedback screen. The employee clicks yes in order to provide final feedback.

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Cloud





Provide Final Feedback: PAR Interim - Non Supervisory
Antoinette Deleon

Print



Information

Provide any final feedback comments on your evaluation

Yes

Document Details

PAR Overall Summary

Manager Rating

Successful

Manager Comments

great work

[Show Performance Rating Descriptions](#)






Manager Calculated Rating


Successful (32)

Illustration of final feedback comments screen is below.

TCNJ

Oracle Cloud





Provide Final Feedback
Antoinette Deleon

Save and Close








Submit

Cancel

Comments

Employee Comments

Tahoma2B I U



final comments are entered here

See the final step in the PAR evaluation process which is for the supervisor to provide final feedback.



Performance
Antoinette Deleon

Review Period Interim PAR 2021

Performance Documents

Current

PAR Interim - Non Supervisory

Successful | By Kimberly Woods

Current Task

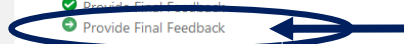
Provide Final Feedback

Task Completion

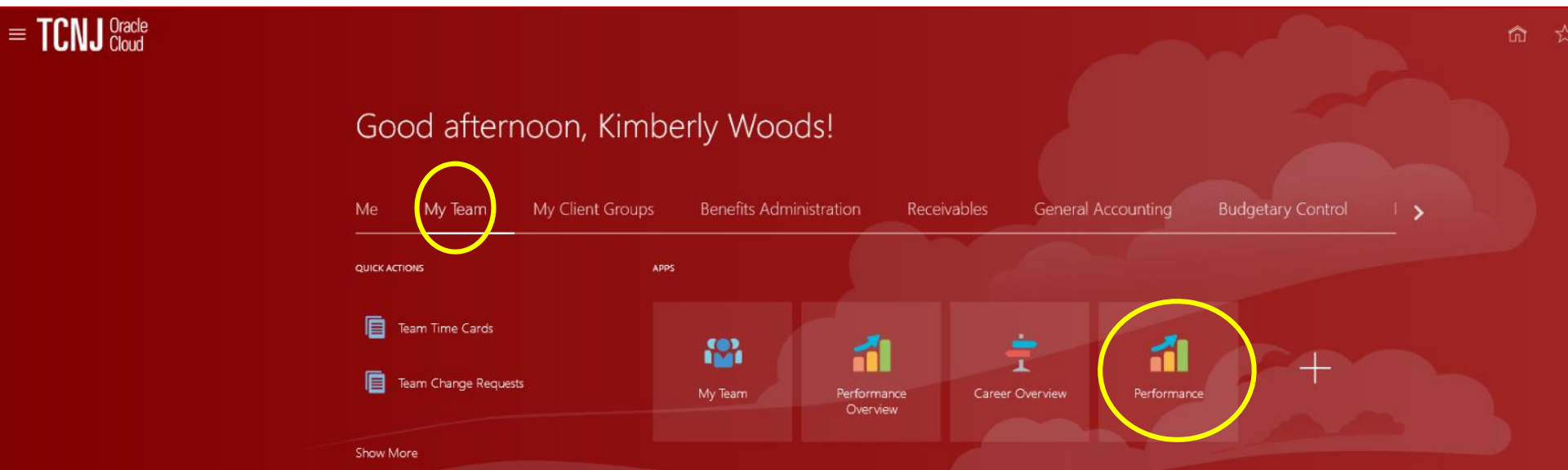
8 / 9

All Tasks

- ✓ Set Development Goals
- ✓ Manager Evaluation of Workers
- ✓ Approval | Bypassed
- ✓ Share Performance Document
- ✓ Acknowledge Performance Document
- ✓ Confirm Review Meeting Held
- ✓ Confirm Review Meeting Held
- ✓ Provide Final Feedback
- ✓ Provide Final Feedback



The supervisor is notified that the employee has released the PAR. The supervisor ensures that My Team is underscored and clicks the Performance tile.



The final step in the Interim PAR 2021 evaluation process is here. Supervisor clicks the PAR Interim link.

TCNJ Oracle Cloud

Review Period: Interim PAR 2021

Performance Documents

Evaluate Performance

Filters: Expand All | Collapse All

Employees: Clear

All Evaluatees: Directs Only

Document Type: Clear

☒ Standard

☐ Anytime

Tasks: Assigned to me

PAR Interim - Non Supervisory
Antoinette Deleon
HR Generalist

Current Task
Provide Final Feedback

Manager Rating
Successful

All Tasks

- ✓ Set Development Goals
- ✓ Manager Evaluation of Workers
- ✓ Approval | Bypassed
- ✓ Share Performance Document
- ✓ Acknowledge Performance Document
- ✓ Confirm Review Meeting Held
- ✓ Confirm Review Meeting Held
- ✓ Provide Final Feedback
- ✓ Provide Final Feedback

Task Completion
8 / 9


Supervisor provides final feedback, as illustrated below.

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Antoinette Deleon

Provide Final Feedback: PAR Interim - Non Supervisory

Print

**Information**
Provide any final feedback comments on the employees evaluation.

Document Details



PAR Overall Summary

Manager Rating Successful	Manager Calculated Rating Successful (32)
Manager Comments great work	






[Show Performance Rating Descriptions](#)

Yes

Supervisor enters comments and saves the document for later, or submits the document.



Provide Final Feedback
Antoinette Deleon



Save and CloseSubmitCancel

Comments

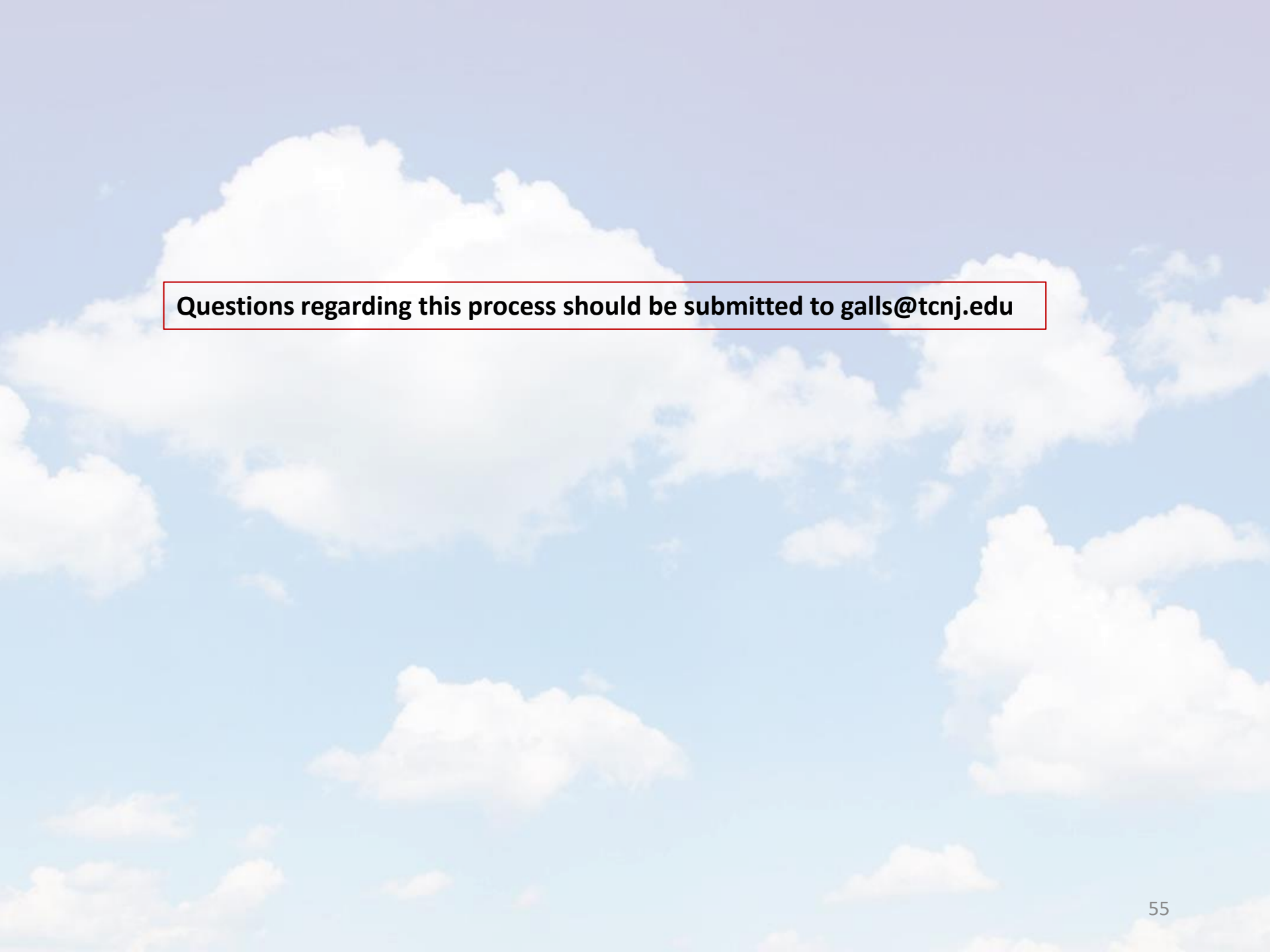
Manager Comments

Tahoma2BBIU

final feedback and comments are entered here

Employee Comments

final comments are entered here



Questions regarding this process should be submitted to galls@tcnj.edu